SECRET
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140167-8

REPORTS INVENTORY

CONTROL NO. DDS/OTR/155 - 70

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Agency Training Record - Update Transaction Error List

2. TYPE OF REPORT: [ ] STATISTICAL [ ] NARRATIVE [XX] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [XX] TRAINING [ ] ADMIN. GENERAL; [ ] LOGISTICS [ ] SECURITY; [ ] MEDICAL [ ] FINANCE; [ ] OTHER (specify)

4. NO. OF COPIES PREPARED: 1

5. FREQUENCY (weekly, monthly, quarterly, etc.): Quarterly

6. DISTRIBUTION (No. of components not number of copies): 1

7. FORMAT (memorandum, form computer print-out, etc): Computer print-out

8. ADP PROCESSING: [XX] YES [ ] NO — IF YES GIVE ADP PROCESSING NO.: 602B

9. DIRECTIVE AUTHORITY REQUIRING REPORT: HR [redacted] 25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

OCS
OTR/ISS/AIR

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None
(See 601E ; O/Personnel files)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
11	6.50		9		58.50		4		234.00
8	4.90		8		39.20		4		156.80
5	3.60		26		93.60		4		374.40
4	3.20		24		76.80		4		307.20
									$1,072.40

Plus input costs part of 601A

B. COSTS OF COMPUTER PRODUCED REPORTS

32 pages x 5¢ per page x 4 times a year= $6.40

TOTAL COSTS PER YEAR $1,078.80

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUD[redacted]ORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

25X1

HR [redacted]

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

[XX] RETAIN AS IS [ ] OTHER (explain)
[ ] CHANGE
[ ] DISCONTINUE

ESTIMATED SAVINGS	
MAN-HOURS	DOLLARS
0	0STAT

16. DATE OF INVENTORY: 9 OCT 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION: [redacted] Records Management Officer, OTR

18. EXTENSION: [redacted]

25X1

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140167-8

FORM 9-70 142

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(22-36-43)